



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Monthly Protocol Account Report

MEETING DATE: December 15, 2004

PREPARED BY: City Clerk

RECOMMENDED ACTION: None required, information only.

BACKGROUND INFORMATION: The City Council, at its meeting of July 19, 2000, adopted Resolution No. 2000-126 approving a policy relating to the City's "Protocol Account." As a part of this policy, it was directed that a monthly itemized report of the "Protocol Account" be provided to the City Council.

Attached please find the cumulative report through November 30, 2004.

FUNDING: None required.

A handwritten signature in cursive script, reading "Susan J. Blackston".

Susan J. Blackston
City Clerk

SJB/jmp

Attachment

APPROVED: _____
Janet S. Keeter, Interim City Manager

PROTOCOL ACCOUNT SUMMARY
Cumulative Report
July 1, 2004 through November 30, 2004

Date	Vendor	Description	Amount	Balance
				Starting Bal. \$15,000.
07-07-04	Paper Direct	Invitation, envelopes, and program paper for the 08/26/04 Boards & Commissions Reception	278.40	
07-07-04	US Flag.com	California flags #50 (handouts for student tours)	91.95	
07-07-04	Oriental Trading	Decorations for the 08/26/04 Boards & Commissions Reception	91.15	
07-07-04	#1 Party Supplies	Decorations for the 08/26/04 Boards & Commissions Reception	77.52	
07-19-04	Lakewood Drugs	Clock, grape theme Farewell gift to former City Manager (09-02-04)	65.67	
07-21-04	Lasting Impressions	Brass plates and engraving Farewell gift to former City Manager (09-02-04)	26.94	
07-27-04	Albertsons	Decorations for the 08/26/04 Boards & Commissions Reception	2.88	
08-10-04	Touch of Mesquite	Catering services, food & beverages for the 08/26/04 Boards & Commissions Reception	3,682.62	
08-10-04	Jack Gonsalves	Magician for the 08/26/04 Boards & Commissions Reception	225.00	
08-10-04	Touch of Mesquite	Catering services, food & beverage for the 09/02/04 farewell reception for former City Manager Flynn	971.37	
08-12-04	Hutchins Street Sq.	Security for the 08/26/04 Boards & Commissions Reception	120.00	
09-02-04	Safeway	Cookies for the 09/02/04 farewell reception for former City Manager Flynn	24.96	
09-08-04	Presenta Plaque	Wood Boards for Certificates of Recognition	396.20	
09-09-04 date of MasterCard payment	Flower Baskets by Betty	Floral arrangement sent to Emily Howard from Council on birth of baby	50.00	
10-06-04	Guild Cleaners	Cleaning of two tablecloths	24.51	
11-03-04	Marshall's	Photo frame for outgoing Council Member gift	16.15	

11-08-04	Black Tie	Catering services for 12-1-04 Council reorganization reception	1000.00	
11-14-04	Black Tie	Catering services for 11-18-04 City Manager first interviews – Brkfst/Lunch/Dinner	1000.00	
11-15-04	Lasting Impressions	Two Community Service Awards, & engraving for perpetual plaque	97.20	
11-18-04	Lasting Impressions	Outgoing Mayor plaque, and engravings for outgoing Council Member gifts	114.00	
			<i>Total Expenditures:</i> (\$8,356.52)	<i>Ending Bal.</i> \$6,643.48